



Senior Development Director Job Description

Job Title: Senior Development Director

Department: Development

Reports to: Chief Advancement Officer

Supervises: None

FLSA Status: Exempt

Primary Office Location: Dallas, Hybrid position

Job Summary:

Reporting to the Chief Advancement Officer, the Senior Development Director is responsible for developing strategies for cultivation, solicitation, and stewardship of donors with special focus on effective annual giving to support the Agency's mission. This position directly impacts the Agency's reputation among our partners and supporters, as well as our ability to strategically grow the Agency's reach.

Supervisory Responsibilities:

None

Position Duties & Responsibilities:

- Designs and implements the strategic direction of the Agency's multifaceted annual giving program.
- Identify annual gift prospects for cultivation.
- Builds relationships with prospective annual donors.
- Solicits donations from annual gift donors.
- Achieves annual gifts goals established by the Agency and approved by the Board of Directors.
- Coordinates communication between prospects/donors and the Agency.
- Enters relevant data into the Agency's donor tracking software to best manage prospect/donor relationships.
- Communicates with Development and Executive Teams to ensure positive prospect/donor experience.
- Performs other duties as assigned.

Required Skills & Abilities:

- Extensive familiarity with fundraising, including experience successfully soliciting annual gifts.
- Highly skilled in relationship-building, including strong communication skills, emotional intelligence, and empathy.
- Builds genuine rapport quickly with people of all backgrounds and experiences.
- Willingness to power through challenges inherent in fundraising.
- Passionate about the cause to ensure all children have access to high quality early childhood education.

Required Education & Knowledge:

- BA degree or equivalent experience.
- 5+ years in fundraising role with increasing fundraising responsibility.

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Preferred Education & Knowledge:

- Fundraising experience in education, social services, or community development.

Core Competencies:

- Mission-Focused: Deep rooted passion for ensuring children have access to high quality early childhood education opportunities.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all members of the team and community stakeholders; and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals that align to creating, resourcing, scaling, and leveraging strategies and innovations for greater impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the organization.

Additional Requirements:

- Has a valid driver's license and proof of current auto insurance.
- Is able to speak, read, and write English well.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Has access to reliable transportation to travel throughout the metroplex.
- Is able to work occasional evening and weekend hours.

Educational First Steps is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual's race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership or application for membership in a uniformed service, or any other unlawful basis.

Physical Requirements: This position may include prolonged periods of sitting and working at a computer. Must be able to lift up to 10 pounds.